



*Embassy of the United States of America
Moscow, Russia*

May 2, 2012

Prospective Offeror

Subject: Solicitation Number SRS500-12-R-0001, Payroll Services for FSNs

The Embassy of the United States of America in Moscow, Russia invites you to submit a proposal for advisory and assistance services to implement the local tax withholding and social funds contributions system for Foreign Service National Employees (FSNs).

The Embassy intends to conduct a pre-proposal conference and all prospective offerors who have received a solicitation package will be invited to attend. If you wish to attend, please come to the South gate of the Embassy on May 17, 2012 at 9:45 (you must have your passport with you). The names of visitors must be provided to the Procurement Section for the attention of Mr. Vladimir Yeremkin no later than May 16, 2012 at 10:00. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the attention of Karen Heimsoth, Contracting Officer on or before 17:00 local time on May 31, 2012 to the following address:

U.S. Embassy Moscow
GSO/Procurement
Bolshoi Devyatinsky Per. 8.
South Gate

No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33 (boxes 15A, 15B, 15C, 16, 17, 18);
2. Section B, Pricing Schedule;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

The U.S. Embassy intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussion, although we may hold discussion with companies in the competitive range if there is a need to do so.

Direct any questions regarding this solicitation to Ms. Karen Heimsoth, Contracting Officer by telephone +7 (495) 728-5224 during regular business hours or by fax +7 (495) 728-5077.

Sincerely,

Karen Heimsoth
Contracting Officer